



EMPLOYMENT OPPORTUNITY

1. RPA #
4156-GCC
ANALYST'S INITIALS
SH
DATE
6-21-07

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Systems Software Specialist I (Technical)	POSITION NUMBER 293-300-1587-001	TENURE Permanent	TIME BASE Full Time	CBID R01
OFFICE OF CA Gambling Control Commission	LOCATION OF POSITION (CITY or COUNTY) SACRAMENTO			MONTHLY SALARY \$4897 TO \$6252
SEND APPLICATION TO:	REPORTING LOCATION OF POSITION 2399 Gateway Oaks Drive, Suite 100			
CA Gambling Control Commission 2399 Gateway Oaks Drive, Suite 100 Sacramento, CA 95814 Attn: Alicia Baron	SHIFT AND WORKING HOURS DAYS - 8:00 am to 5:00 pm			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (916) 263-0700	PUBLIC PHONE NUMBER		
SUPERVISED BY AND CLASS TITLE Sandy Standridge, Deputy Director				FILE BY July 6, 2007

The California Gambling Control Commission is a fairly small agency anticipating substantial growth in the near future. Employment with the Commission offers an opportunity to participate in an innovative organization with skilled and dedicated staff. The Commission is seeking qualified candidates to meet the challenge of a developing agency whose primary responsibility is to regulate gambling activities within the state. The Commission is located off of West El Camino Ave. in the South Natomas area with new facilities and ****FREE PARKING****.

JOB DESCRIPTION:

*****Will also consider hiring at the Systems Software Specialist II classification*****

Under the direction of the Deputy Director, this position will be responsible for the design, implementation, administration, and maintenance of the information technology infrastructure consisting of networking, systems administration, and overall information technology to the staff and management of the Commission.

DESIRABLE QUALIFICATIONS:

Knowledge of Microsoft Windows 2000/2003/IIS/Exchange/SQL Servers, Cisco/Sonicwall Networking, Secure Computing, VPN, and basic networking design.

SPECIAL PERSONAL REQUIREMENTS:

Incumbent must possess good verbal and written communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; show demonstrated ability to manage changing and/or multiple priorities or projects; ability to focus attention to detail and accuracy.

INTERPERSONAL SKILLS:

Incumbent has demonstrated ability to deal professionally and effectively with tact, open-mindedness and flexibility when dealing with others in the course of the work; including their peers, management, other State and Federal agencies, and the public; and possess the ability to act independently as well as work cooperatively as a team member with various levels of staff.

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WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:

The incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. The use of a personal computer, telephone, copier and fax machine is essential to the duties of this position. The position requires bending and stooping to retrieve files, sitting and standing consistent with office work, and occasional light lifting of no more than 20 lbs.

SELECTION CRITERIA:

Current State employees with status in the Systems Software Specialist I, the Systems Software Specialist II, or individuals eligible for appointment (SROA or surplus, list eligibility, transfers, reinstatements) to those classes may apply. ****CANDIDATES WHOSE ELIGIBILITY IS BASED ON AN EMPLOYMENT LIST MUST SUBMIT A COPY OF THEIR EXAMINATION RESULTS, INDICATING THEIR TEST SCORE.**** All interested applicants must submit a standard State Application Form STD 678 (with original signature), and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. Will consider Training and Development assignment.